VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION
Student Development Centre (SDC), Western University

POSITION: IESC PHOTOGRAPHER
(1 Summer position; 3 Fall/Winter positions)

AREA: International and Exchange Student Centre

TIME COMMITMENT: 1-4 hours/week (hours vary depending on event schedule and time required for photo editing)

OBJECTIVE: To assist in capturing high quality photos of IESC and WI events and to produce specific photos as required for use in IESC/WI print and web publications.

DUTIES AND RESPONSIBILITIES:

1. Liaise with IESC staff and volunteers to make plans for which type and number of photos will be needed.
2. Participate in all, or nearly all, IESC activities in order to take photos during each event.
3. Assist with planning photo shoots, editing photos and graphics, and selecting photos for publication.
4. Meet regularly with your Supervisor.

VIP PROGRAM REQUIREMENTS (FOR ALL VIP POSITIONS):

- Attend VIPs’ General Orientation, Term-end Meeting and Year-end Recognition Event.
- Complete four mandatory Human Resources (HR) training modules: WHMIS, Health and Safety, Safe Campus, AODA.
- Submit a Midterm Feedback Form each term and a year-end program evaluation form to the VIP Program.

QUALIFICATIONS:

1. Experience with photography and photo editing. (must provide examples)
2. Cross cultural awareness, understanding, and sensitivity.
3. Initiative, self-motivation and enthusiasm.
4. Ability to work under minimal supervision and meet demanding deadlines.
5. Interest in promoting an awareness of multiculturalism at Western.
6. Strong time management skills
7. Creativity
BENEFITS:

- Develop and enhance interpersonal, organizational, and public relations skills.
- Gain experience in photography and photo editing.
- Attain personal satisfaction and growth by being involved in a helping capacity.
- Receive feedback via a midterm performance review.

TRAINING:

- General Orientation to SDC and the VIP Program. (Required)
- Health and Safety Training by Human Resources. (Required)
- Orientation to International and Exchange Student Centre. (Required)
- Specific training as arranged by supervisor.

RESPONSIBLE TO: Francesca Mancuso, International Transitions Program Coordinator (IESC)